Total Force Administration System Steering Group

Brief to the Administrative Community

10-11 March 2004

Agenda

- What does the Steering Group (SG) do?
- What has the SG done?
- Proposed contents of BCP-2
- Proposed contents of the Training Module
- Current efforts: FY 05 development plan
- Current workgroup coordinators
- Propose projects for FY 06 development
- Current SG membership
- Membership and workgroup participation
- Call for questions, comments and ideas

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What does the Steering Group do?

- Provide a nucleus to reengineer business processes, write Systems Change Requests (SCR) and make recommendations for policy changes.
- We work with the policy owners (i.e., we facilitate change, but we don't own the processes).
- We represent the interest of Marine Corps administrators and disbursers as it pertains to improving Pay and Personnel Admin.
- Membership is considered to be continuous throughout the remainder of a Marine Corps career.
  - As such, we do not represent the special interests of our local commands.

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What has the Steering Group done?

- Identified over 300 separate administrative processes for reengineering.
- Categorized processes into 18 modules (i.e., Separations, Audits, Personal Requests, etc..)
- Began Business Process Reengineering (BPR) per Quality Leadership Board (QLB) prioritization.
- Identified business processes that could be bundled with other items based upon common characteristics (i.e., Marine initiated, 2d echelon initiated, etc..).
- Prepared Systems Change Requests for Bundled Capabilities Packages (BCP) 0 through 2.

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Proposed contents of BCP-2

- **Focuses on Echelons 1-5.**
  1. **Individual Marine**
  2. **Small Unit Leader**
  3. **Battalion/Squadron**
  4. **Personnel Admin Center & Disbursing/Finance Office**
  5. **Headquarters Marine Corps**
- **This effort will enable users to submit, track, monitor, edit and approve requests for retirement, administrative separation, regular separations discharges, retirements and requests for commissioning programs**

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Proposed contents of BCP-2 cont.

- **Separations**
  - **Enlisted administrative separations (voluntary)**
  - **Enlisted administrative separations (involuntary)**
  - **Officer separations**
- **Retirement**
  - **Active duty enlisted retirement/transfer to the FMCR**
  - **Reserve retirement (Enlisted and Officer)**
  - **Officer retirements**
- **Release From Active Duty**
  - **Release from active duty (EAS/ECC separation/discharge)**
  - **Inter-service transfers/DD form 368**
  - **Reserve ECC discharges**
- **Common Functionality**
  - **11060 Special pay request, terminal leave orders**
  - **DD 214 and DD 215, report of release from active duty**
  - **Discharge certificates**
- **Officer Programs and Special Duty**
  - **Enlisted commissioning requests**
  - **MECEP/BOOST application**
  - **WO/LDO applications**
  - **Special duty applications (DI/Recruiting/MSG)**

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Proposed contents of the Training Module

- These processes will eliminate the requirement for manual routing and tracking of printed training rosters/lists throughout the chain of command.
- Data will be electronically entered, certified, and archived with notification returned to all echelons as appropriate.
- Users will have the option to “save” and return to their data at anytime until data is routed to another echelon or is transmitted for MCTFS processing.
- Recording will take place as close to the event as possible (e.g. unit training section, rifle/pistol range).

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Proposed contents of the Training Module cont.

- **Physical Fitness Test**
  - **Body Composition Program**
- **Marksmanship**
- **Local schools**
- **Annual training (Graded)**
  - **Marine Corps Common Skills**
  - **Martial Arts**
  - **Combat Water Survival**

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Proposed contents of the Training Module cont.

LECTURES AND BRIEFINGS

- NBC Training
- Driver Improvement Training
- Security Lecture
- Drug Lecture
- HIV Lecture
- Antiterrorism Training
- Deployed Antiterrorism/Force Protection Training
- Intelligence Briefing
- Leadership Training
- Code of Conduct Training
- Operational Risk Mgt
- Information Assurance
- Off Duty Education

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Current efforts:
FY 05 Development Plan

- **Orders Writing**
- **Legal**
- **Drill Accounting**
- **Document Tracking Management System**
- **Awards**
- **Pay and Personnel Application**

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Current efforts:
FY 05 Development Plan

- **Orders Writing**
  - **Divided project into two components:**
    - **Active duty orders & Reserve orders processes.**
  - **Conducted meeting 3 - 7 Nov to review Web Orders and the Monitor Assignment Support System.**
    - **Began Draft SCR for this part of the project**
    - **Next meeting to be determined.**
  - **Conducted meeting 19 – 23 Jan to review the Reserve Orders Writing System and the Navy equivalent (NROWS).**
    - **Next meeting scheduled for 15-19 March 2004**

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Current efforts:
FY 05 Development Plan

- **Legal**
  - **December meeting abbreviated.**
    - **Conducted liaison with NAMALA to discuss current tools available.**
    - **Identified data and information deficiencies.**
  - **Conducted meeting 4-8 March to refine concept and begin Systems Change Request**
  - **Next meeting scheduled for May.**

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Current efforts:
FY 05 Development Plan

- **Drill Accounting**
  - **Initial meeting 7 - 13 Dec.**
  - **Focusing on the UMSR as the centerpiece for this project.**
  - **Began draft SCR for this project.**
  - **Conducted meeting during 4-8 March to refine Systems Change Request.**

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Current efforts:
FY 05 Development Plan

- **Document Tracking Management System**
  - **Conducted meeting 7-13 Dec.**
  - **Prepared an SCR to move DTMS to MOL.**
    - **Single Sign-on access.**
    - **Uses TFAS MOL Roles and Permissions.**
  - **Conducted follow on meeting with Technical Services Organization 19-23 Jan.**
    - **Refined SCR and further defined requirements.**
    - **SCR accepted by RFF and MIF.**
  - **No further SG action anticipated or expected on this project.**

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Current efforts:
FY 05 Development Plan

- **Awards**
  - **Conducted meeting with MIT on 8 Dec 03.**
  - **Conducted meeting with Awards branch during 2-5 Feb.**
  - **Began draft SCR to move awards application to MOL.**
    - **Single sign-on access.**
    - **Established roles and permissions requirement for all echelons.**
  - **Future meetings will focus on unit/service awards requirements.**
  - **Next meeting scheduled for Apr 04.**

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Current efforts:
FY 05 Development Plan

- **Pay and Personnel Application**
  - **Conducted meeting 26 Oct - 1 Nov to define vision and identify assumptions.**
  - **Conducted meeting 16 - 22 Nov. Broke out into 3 smaller working groups (Type Transaction Codes, Roles and Permissions, and Codes).**
  - **Conducted meeting 7 - 13 Dec which wrapped up work on first three projects. Started work on Input Transaction requirements and the Feedback Component.**

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Current efforts:
FY 05 Development Plan

- **Pay and Personnel Application cont.**
  - **Conducted meeting 19 – 23 Jan to participate in Joint Application Development meetings for the TTC project and Roles and Permissions SCR. Continued work on the Input Transactions and Feedback Component. Created an overview document reflecting the vision and notional hierarchy.**
  - **Input Transaction working group scheduled to meet 9 –13 Feb.**
  - **Conducted meeting 4-8 March to refine Systems Change Requests.**

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Current workgroup coordinators

- **Orders Writing – CWO4 Swensen**
- **Legal – CWO3 Kelly**
- **Drill Accounting – CWO4 Wong**
- **DTMS – CWO5 Salisbury (Completed)**
- **Awards – CWO3 Kuhns**
- **Admin Module – CWO5 Westfall**

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Possible projects for development in FY06

- **BCP-3 “Expansion”**
  - **Special Duty Allowances (SDA DI Recruiter CP Sergeant Major)**
  - **Appointment Letters/Collateral Duties/CP Letters /Additional Duties**
  - **50 Pt Requirement Notices (Retirement Eligibility Reserve Officers)**
  - **27 Pt Requirement Notices/Standby Reserve Screening (MOB screening Board) Reserve Officers only**
  - **High Deployment Per Diem Payment**

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Possible projects for development in FY06

- BCP-3 “Expansion” cont.
  - Mobilization/Deployment Readiness Audits
  - Taxes/ State of Legal Residence Declaration
  - Chronological Records(Page 3)
  - Request For/Change Split Pay
  - Career Status Bonus (Application)
  - Triennial Audits
  - Annual Audits (Career Planners/Reserves/ Special Duty)

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Possible projects for development in FY06

- BCP-3 “Expansion” cont.
  - IRR Muster/Mob Readiness Screening
  - Personnel Tempo Tracking and forecasting
  - Join Audits
  - Second Stage Audits
  - End of Tour Notification/Tour Extension
- Mobilization reengineering
- Deployed manpower support tools

  * Subject to change based upon emerging requirements and higher priorities.

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Current Steering Group membership

- CWO5 Baune, MCAAT (W)
- CWO5 Blackmore, 2d FSSG
- CWO5 Salisbury, 2d FSSG
- CWO5 Westfall, 1st FSSG
- CWO4 Grayless, HQMC-DFAS
- CWO4 Marques, MARCENT
- CWO4 Trader, MACG 48
- CWO4 Swensen, MCAS Yuma
- CWO4 Wong, MWSS-471
- CWO3 Acuff, MISSA
- CWO3 Adams, MISSO-02
- CWO3 Kelly, 1st District
- CWO3 Kuhns, MATSG-21
- CWO3 Porche, MARFORRES
- CWO3 Roseberry, MISSO-03
- CWO3 Wallace, MACG-38 CPAC
- CWO2 T. Croft, PA School
- CWO2 D. Saunders, II MHG
- MGySgt Slater, MISSO-27
- MSgt Fortenberry, New River IPAC
- GySgt Garcia, 2d FSSG
- GySgt Prather, MAG-42
- GySgt Quintero, MAG-14
- Mr. Pozzolongo, DFAS

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Membership and workgroup participation

- Attendance at SG meetings is open to the public.
  - Next Meeting tentatively scheduled for 17-21 May
- Request your involvement in current and future working groups.
- Those that participate in working groups are nominated to replace members as vacancies exist.
  - Members are selected from workgroup participation

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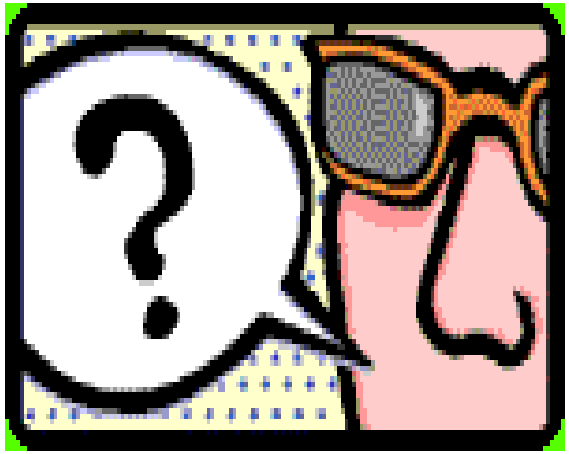
Questions, comments and ideas



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